

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution : ST. XAVIER'S COLLEGE OF EDUCATION
Year of Report : 2004-2005
Name of the course : Bachelor of Education (B.Ed.)

Part A

Each year the Course Coordination Committee, with the Principal as its chairperson, discusses and decides the academic calendar in the month of February. And accordingly the C.C.C. decided the Academic Calendar for the session 2004-05 in four consecutive meetings. Table 1 shows the picture of number of working days with dimensions of curricular and co-curricular activities.

Table 1

Statement of working days and activities

Session	Admissions	Pre-practice preparation days	Practice teaching & Internship days	Days for seminars workshops & co-curricular Activities	Two Internal Exam. days	Univ. Exam.	Class teaching days	Total Working days
2004-05	8	6	33	10	10	8	155	230

For quality assurance it was decided to continue with

- the class tests in general papers
- the content tests in method papers
- two semester examinations
- seminars
- workshops
- Historical excursions
- picnic
- Annual sports
- Each one Teach one
- Social survey
- Science Practicals
- Psychology Practicals
- Project Work
- Case Study
- Microteaching
- Counselling to poor learners
- Counselling to advanced learners
- Mentoring
- Tutorials and
- Assembly

The following seminars and workshops were held:

Seminars on:

- Microteaching
- Bloom's Taxonomy
- Behavioural Objectives
- HIV/AIDS
- Hepatitis
- Visual Aids
- Environment Education for Sustainability

- Education and Productivity
- International Women's Day
- Women's Empowerment

Workshops in

- Specific Objectives
- Lesson Planning
- Integral Pedagogy
- Co-operative Learning and
- Classroom Communication
- Learning Style

Community Contact Programme

As decided, the following Community Contact Programmes were held:

- Each one Teach one
- Social Survey
- Human Chain against Sand Pollution in Kurji
- Campaign against Tuberculosis

As per plan the following Psychology Practicals were completed

- Project work
- Intelligence Testing and Interpretation
- Achievement Motivation Testing and interpretation
- Personality Assessment
- Case study

The department of Languages, Social Science, Science and Mathematics developed power Point programme and various audio-visual materials.

The following cultural functions were organized:

1. Orientation Programme
2. Interface
3. Founder's Day
4. Teachers' Day
5. Christmas get-together
6. College Day
7. Valedictory Function

Decision was taken to continue assembly session before the teaching begins. Stress was given to ensure 100% attendance of the students as against 75% as required by the university.

It was also decided to continue the Annual Sports function and picnic-cum-historical excursion.

Part B

1. Activities reflecting the goals & objectives of the institution : Please refer to Appendix 1 (striking features of the college for 2004-2005)
2. New Academic programmes initiated : NIL
3. Innovation in curricular design and transaction : Our curriculum design and delivery is based on specific objectives in the three domains, co-operative learning, learning styles, home assignment, group discussion and continuous evaluation including immediate evaluation which is a definite departure from lecturing style of delivery.
4. Inter-disciplinary programmes started : The nature of the "discipline of education" is in itself inter-disciplinary
5. Examination reforms implemented : It has been implemented at the internal examination and assessment but not at the university level, we are following continuous examination, evaluation and feedback system. Weightage is given on home assignment and project works.
6. Candidates qualified NET etc. : NIL
7. Initiative towards Faculty development programme : The teachers are deputed as participants and as resources persons to external seminars and workshops and also act as participants and resource persons in internal seminars and workshops.
Regular faculty participation in seminars and workshops on topics of importance held at various universities..

Networking and organizing workshops for teachers, principals and school administrators with other NGO's to bring up the quality of school education in Bihar
8. Total number of seminars/ workshops conducted : Seminars : 10
Workshops : 6
9. Research Projects : NIL
 - (a) Newly implemented :
 - (b) Completed
10. Patents generated if any : N.A.
11. New collaborative Research Programme : NIL

12. Research grants : NIL
13. Details of Research Scholars : NIL (This is an under-graduate college)
14. Citation index of faculty members on impact factor :
15. Honors/Awards to the faculty : NIL
16. Internal resource generated : Through course fee
17. Details of departments getting assistance : NIL
18. Community service : (a) Each one Teach Five
(b) Awareness Programme on Human Rights
(c) Awareness Programme on HIV/AIDS
(d) Awareness Programme on Hepatitis
(e) Awareness Programme on sand pollution
(f) Awareness Programme on Air Pollution
(g) Awareness Programme on 'No Plastic Zone'
(h) Campaign against Tuberculosis
(i) Empowerment of Women
19. Teachers & officers newly recruited : NIL
20. Teachers-Non-teaching staff ratio : 2 : 1 (12/6)
21. Improvement in Library services : Total Books : 10180

Shifted to more spacious hall in the extension.
22. New books/journals subscribed & their value : Books : 199, Value: Rs. 32,755/-
Journals : 2, Value: Rs. 1,940/-
23. Courses in which students assessment of teachers is introduced and the action taken on student feedback : B.Ed. course. The student feedback is discussed with the teacher concerned and of the feedback appears to be significant. The teacher brings required modification.
24. Unit cost of Education : Rs. 28636/-
25. Computerization of administration and the process of admissions and examination result, issue of certificates : (a) Administrative work has been computerized
(b) Admission test (ii) interview and (iii) Group discussion.
- Examination Results (c) 100 %v Pass, out of 99 appeared in the Univ. Exam. 46 Distn. and 53 I Divn.
(d) The university takes about 3 to 4 months time in the examination process
(e) The university takes 3 to 4 years in issuing the certificates

Note : It will be a welcome step if the chancellor and vice chancellor of Magadh University, are requested by you to bring about some improvement in this regard.

26. Increase in the infrastructural facilities : A new building has been built up and inaugurated in Dec. 2004 with a carpet area of 1148.53sq.m. Now we have a total carpet area of 2022.52 sq.m. which comfortably serves the requirements of 100 students, we have 2.5 acres of land
27. Technology up-gradation : List attached
28. Computer & Internet access & training to teachers & students : Students are given computer course of 20 hours duration
Teachers have access to computer and internet
29. Financial aid to students : 13 students were given loans @ Rs. 4000/- and 2 students were helped to get IGSSS Donation Scholarship of Rs. 6000/- each
30. Activities & support from Alumni Association : Regular meetings of the Alumni Association. Programmes like sports & Christmas Gathering etc. are conducted for the neighbourhood slum children are regular features after the Alumni Association came into existence in 2004.
31. Activities & support from P.T.A. : NIL
32. Health Services : We utilize the health services of dispensary of the cooperating St. Michael's High School which is situated in the same campus enjoying a common entrance.
33. Performance in sports activities : Only Annual sports of the college conducted and students are given medals, trophies and certificates
34. Incentives to outstanding sports persons : Medals & certificates are given on the eve of Annual Sports Meet
35. Student achievements & awards : NIL
36. Activities of the Guidance & counselling unit : There is no such unit but the teachers provide them guidance & counselling
37. Placement services provided to students : Students get information about vacancies from the college and they apply for selection
38. Development programmes for non-teaching staff : Non-teaching staff are given training in modern technology etc.
39. Healthy practices of the institution : Enclosed (Striking features)
40. Linkages developed with National/ International, academic/Research bodies : The college has linkages with UGC, NCTE, IGSSS, NCERT, AIACHE, JEA, IATE, Xavier Board, Jesuit Alumni Association of India, International Association of Jesuit Alumni, Women's Study and Development Centre, BHU and NGOs
41. Any other relevant information the institution wishes to add :

Part C:

Detail the plans of the institution for the next year:

Tables below shows the picture of number of working days with dimensions of curricular and co-curricular activities planned for 2005-06 session.

Session	Admissions	Pre-practice preparation days	Practice teaching & Internship days	Days for seminars workshops & co-curricular Activities	Two Internal Exam. days	University Exam. days	Class teaching days	Total Working days
2005-06	8	7	26	14	10	8	154	227

For quality assurance:

- the class tests in general papers
- the content tests in method papers
- two semester examinations (December & April)
- seminars
- workshops
- Educational excursions
- picnic
- Annual sports
- Each one Teach one
- Social survey
- Science Practicals
- Psychology Practicals
- Project Work
- Case Study
- Microteaching
- Campaign on Tuberculosis
- Awareness Programme for the neighbourhood schools
- Counselling to poor learners
- Counselling to advanced learners
- Mentoring
- Tutorials
- Assembly and
- Action research in Hindi

Seminars :

- Microteaching
- Bloom's Taxonomy & Behavioural Objectives
- HIV/AIDS
- Visual Aids
- Environment Education for Sustainability
- International Women's Day
- Women's Empowerment

Workshops:

- Specific Objectives
- Lesson Planning
- Integral Pedagogy
- Co-operative Learning and
- Human Rights

Community Contact Programme:

- Each one Teach one
- Social Survey
- Campaign against Tuberculosis
- Awareness programme for the neighbourhood schools

Psychology Practicals

- Project work
- Intelligence Testing and Interpretation
- Achievement Motivation Testing and interpretation
- Personality Assessment & interpretation
- Case study

The department of Languages, develop power point projects and various audio-visual materials.

Cultural functions:

1. Orientation Programme
2. Welcome function
3. Feast of St. Ignatius of Loyola
4. Teachers' Day
5. College Day
6. Christmas get-together
7. Valedictory Function

Teaching will begin with assembly session. Stress will be given to ensure 100% attendance of the students.

Annual Sports function and picnic-cum-historical excursion will be continued.

Name & Signature of the Coordinator, IQAC

Name & Signature of the Chairperson, IQAC